MEDICAL CURRENCY INFORMATION FILE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction sets the policy for Air National Guard (ANG) medical units, aeromedical units and geographically separated units/operation locations with medical personnel to establish and maintain a Medical Currency Information File (MCIF), ensuring the successful dissemination of information to all personnel assigned to the medical organization.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General Information.

1.1. Purpose. This Air National Guard Instruction (ANGI) provides the requirements for establishing and maintaining a Medical Currency Information File (MCIF). The purpose of the MCIF is to ensure that all medical personnel receive current information, directives, policy, and procedures sent from the Air National Guard (ANG) Headquarters. This is mandatory for all medical units, aeromedical evacuation units, and geographically separated units/operating locations (GSU/GSOL).

1.2. Establishing. The MCIF is to be established in all medical units, aeromedical evacuation units, and for any medical personnel at GSUs/GSOLs. The MCIF should be easily accessible to all medical personnel.

2. Responsibilities.

2.1. Medical/Aeromedical Evacuation Commander. It is the Medical/ Aeromedical Evacuation (AE) Commander's responsibility to hold members accountable for reading and being aware of the information in the MCIF.

2.2. Executive Management Committee. This is required reading for the Executive Management Committee (EMC). Discussion of all items in the MCIF (SG Log Letters, NGB All-States, Notice to Airmen (NOTAMS), and all other items located in the MCIF) will be reflected in the EMC minutes. Documentation should include distribution to appropriate unit personnel.

2.3. Full-Time Medical Technician Staff. It is the full-time medical technician staff's responsibility to establish, maintain, and update the MCIF.

3. Contents.

3.1. Mandatory Items. Listed below are the mandatory items to be included in the MCIF:

3.1.1. SG Log Memorandums

3.1.2. NGB All-States Memorandums (when applicable)

3.1.3. Messages that may be pertinent to the medical units, aeromedical evacuation units, and GSUs/GSOLs

3.1.4. Notice To Airman (NOTAMs)

3.2. Most of the above listed information can be found on the SG Home page under MCIF at https://airguard.ang.af.mil/sg/.

3.3. Optional Items. The following is a list of items that are optional:

3.3.1. TIG Briefs

3.3.2. Local information

3.3.3. Policy issued by the Wing Commander, Medical/AE Commander, GSU/GSOL

Commander

3.4. The Air Force Library web address is: http://www.af.mil/lib/.

3.5. How to Create a MCIF. You can create the MCIF electronically or by hard copy. Like items should be grouped together, then separated with an index tab. For example, SG Log Letters should be separated from NGB All-States.

4. Currency.

4.1. Current Documents. Maintain current and previous calendar year SG Log Letters only. NGB All-States are current for 1 year from date of publication unless otherwise noted. At the end of the current year, ANG/SGSE will publish an index of all SG Log Letters published for the calendar year.

4.2. Non-Current Documents. For non-current documents viewed, copied and/or distributed throughout the organization, consider establishing a file series in the records management file plan to hold the historical documents.

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